

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT COORDINATOR

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in the implementation and administration of community development and redevelopment programs and projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Serves as a second level supervisor over a professional staff of Community Development Specialists who implement economic development planning, redevelopment projects, finance programs, and commercial revitalization projects.

*** EXAMPLES OF DUTIES:**

- Meets with the Manager's Office and Department Directors to recommend management policies and procedures relative to community development and redevelopment programs;
- Meets with other City departments, agencies, contractors, and community representatives to determine and coordinate financing and work programs;
- Participates in the selection of consultants;
- Serves as staff representative to development task forces, project area committees and citizens' advisory committees;
- Implements economic development and redevelopment planning on behalf of the City;
- May serve as project administrator for specific high-profile community development projects;
- Supervises the preparation and administration of contracts with private organizations providing economic development services to the City;
- Coordinates the activities of City departments as they relate to economic development and redevelopment projects;
- Supervises the preparation and administration of contracts;
- Supervises the preparation of Division and Redevelopment Agency budgets and reports;
- Assigns, trains and evaluates the work of subordinates;
- May serve as a special staff assistant to a Deputy City Manager.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** five years of professional community economic development experience developing and administering major redevelopment, industrial, or commercial projects. Professional level administrative, budgetary or financial analysis work may be substituted for a maximum of two years of the required experience. Additional professional level community economic development/redevelopment, administrative, budgetary or financial analysis experience may be substituted for each year of education lacked on a year-for-year basis. A Master's degree in Public or Business Administration may be substituted for a maximum of one year of non-community economic development/redevelopment experience only.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.